

Eastern WV Regional Airport Authority

VIRTUAL MEETING MINUTES Monday, March 8th 2021 – 6:00 PM

ROLL CALL		Present		
		Remote	In Person	Absent
Chairman	Jim Klein			✓
Vice Chairman	John Laub	✓		
Secretary	Maria Lorensen	✓		
Treasurer	Brad Close			✓
Jefferson County	John Allen	✓		
Berkeley County	Tana Burkhart	✓		
City of Martinsburg	Ken Collinson	✓		
Berkeley County	Dan Dulyea		✓	
City of Martinsburg	Larry Dunn		✓	
Berkeley County	Ronald Fitzpatrick	✓		
Berkeley County	PJ Orsini	✓		
Berkeley County	Aneesh Sompalli	✓		
Berkeley County	Jim Whitacre		✓	
STAFF				
Executive Director	Nic Diehl		✓	
Director of Aviation	Neil Doran	✓		
Accounting	Vicki Saunders	✓		
Legal	Chuck Bailey			✓
Legal	Jim Marshall		✓	

Petitions of Citizens

None

Meeting called to order at 6:00 PM by Vice Chairman John Laub

1st Agenda Item: Approval of February 8th, 2021 meeting minutes

Ken Collinson requested the minutes reflect that he was not present at the February 8th board meeting. John Allen request that the minutes reflect he was present at the February 8th board meeting. John Allen motioned to approve the minutes with the changes described above. Maria Lorensen seconded the motion. All were in favor and the motion passed.

2nd Agenda Item: Approval of February 2021 Budget Report

As a continuation of comments made in previous meetings, John Allen expressed that he would like to see budget reports with month-to-month comparison details. Finance Committee Chair PJ Orsini reminded the board that Treasurer Close had referenced requirements from the State Auditor's office related to GAAP (Generally Accepted Accounting Principles) standards and that he believed this format is required to meet compliance guidelines.

Larry Dunn motioned to approve the minutes and Tana Burkhart seconded the motion. John Allen abstained; all others were in favor and the motion passed.

3rd Agenda Item: Review and Approval of USDA grant application matching funds

Nic Diehl provided a brief overview. Maria Lorensen motioned to approve use of up to \$20,000 in airport funds as matching funds should the USDA Rural Business Development Grant be awarded. If awarded, the EWVRAA will be able to purchase a Redbird TD2 Basic Aviation Training Device (BATD) along with upgrades to the two flight school aircraft's avionics/instrument panel systems. PJ Orsini seconded the motion. All were in favor and the motion passed.

4th Agenda Item: Review and Approval of Strategic Business Plan Goals

Discussion centered upon a brief review of some of the Strategic Business Plan goals that have not yet been fully implemented or accomplished. Also, a need to update or refine these goals over time was mentioned along with ideas for how frequently these goals should be reviewed by the board.

No action was taken in connection with this agenda item.

5th Agenda Item: Executive Director / Staff Report

Nic Diehl and Neil Doran presented highlights from monthly staff and dashboard performance reports provided in packet.

6th Agenda Item: Property discussion (possible executive session)

Vice Chairman Laub excused legal counsel from the remainder of the meeting.

At 6:58 PM Maria Lorensen motioned to enter Executive Session to discuss Property Matters. Tana Burkhart seconded the motion. All were in favor and the motion passed.

At 7:18 PM Maria Lorensen motioned to come out of Executive Session. Larry Dunn seconded the motion. All were in favor and the motion passed.

At 7:21 PM, John Allen motioned to end the meeting. Larry Dunn seconded the motion. All were in favor and the motion passed.

The meeting adjourned at 7:21 PM.